

Slide 1 CBA Reconciliation Commercial Travel Office (CTO)

Slide 2 CBA Reconciliation Commercial Travel Office (CTO) Presentation Outline

- CBA Reconciliation Transaction Flow
- CBA Reconciliation Processing Schedule
- Total Account Management Process
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Slide 3 CBA Reconciliation Transaction Flow

The figure below shows the process involved in reconciling CBA transactions:

CTO reconciles transactions with Sabre.

Sabre reconciles transactions with SatoStar and the Airline Reporting Corporation.

SatoStar reconciles transactions with the Navy Command and the DFAS Payment Office.

SatoStar also reconciles transactions with the Airline Reporting Corporation and the Navy PTO who both in turn reconcile transactions with SatoStar.

The Airline Reporting Corporation also reconciles transactions with the Airlines and the Credit Card Vendor.

The Credit Card Vendor reconciles transactions with the Airlines, SatoStar, the Navy PTO and the Navy Command.

The Navy PTO and the Navy Command reconcile transactions with each other.

The DFAS Payment Office reconciles transactions with the Credit Card Vendor.

All transactions are done electronically, except for the Credit Card Vendor's paper transactions with the Navy PTO and the Navy Command.

Slides 4-7 CBA Reconciliation Processing Schedule—SatoTravel and Navy Time Lines

SatoTravel

Day 1

1. BOA transmits account files to SatoTravel.
2. SatoTravel sends a broadcast email to the Navy offices letting them know their accounts are available for processing.
3. SatoTravel staff supports the Navy reconciliation process and assists the Navy to process unmatched transactions.

Day 2 through Day 5

1. SatoTravel staff support the Navy reconciliation process.
2. SatoTravel is notified by the NAVPTO when adjustments have been completed.
3. SatoTravel runs the account's data through an edit program to check for any errors. If any errors are detected, the NAVPTO is notified to make correction(s). After any correction(s) a final all clear edit is run.
4. Command Account Processing – After the PTO completes the reconciliation, SatoTravel forwards the reconciled account file to the Command for review &

certification of account & obligation data. If any errors are found, the Command notifies the NAVPTO, who makes the corrections in SatoStar. When the NAVPTO has completed the corrections, SatoTravel again sends the file to the Command. This process is repeated until the Command certifies that all the data is correct.

5. After all corrections are made and a clean edit has been run, SatoTravel is notified by the NAVPTO to close the account. The Navy faxes SatoTravel a signed Bill Payment Summary Report (BPSR), which is authorization to pay the bill.

6. SatoTravel emails the BPSR and the account data file to DFAS for payment processing.

Navy Time Line

Day 1

1. The NAVPTO receives notice of the account's availability & begins the reconciliation process.

2. The NAVPTO runs a program that matches the credit card vendor file to SatoTravel's database of Navy transactions. Any unmatched items are researched & resolved.

Day 2 through Day 5

1. After completing the account reconciliation the NAVPTO corrects any accounting data errors found by the edit run.

2. After receiving notification of accounting data errors from the Command, the NAVPTO makes corrections in SatoStar & requests SatoTravel to resend the file to the Command.

3. The Navy reconciliation process creates eight reports that the NAVPTOs can print in their offices.

4. DFAS Norfolk receives an email with attachments, including a BPSR and the CBA account data file. The TO forwards a signed BPSR report to DFAS.

Slide 8 Total Account Management Process

Navy Contracting

CTO manages accounts with the SatoTravel Corporate Office.

The SatoTravel Corporate Office manages accounts with the DFAS Payment Office, and the Navy Command. The SatoTravel Corporate Office and the Navy PTO manage accounts with each other, as do the Navy PTO and the Navy Command, the Navy Command and the Credit Card Vendor, and the Credit Card Vendor and the Navy PTO. The DFAS Payment Office manages accounts with the Credit Card Vendor.

The Credit Card Vendor manages accounts with the SatoTravel Corporate Office.

Slide 9 Total Account Management Process Tools

- SatoTravel Training at NAVPTO Offices
- Logs Kept by NAVPTOs
- Report of Unbilled Transactions
- Unbilled Transactions Tracking Report

- Disputed Transactions Tracking Report
- Reconciliation Status Reports
 - Weekly Reconciliation Status Report
 - Monthly Account Reconciliation Tracking Report

Slide 10 CBA Reconciliation
Thank you for your attention.